Trial Balance by Subledger

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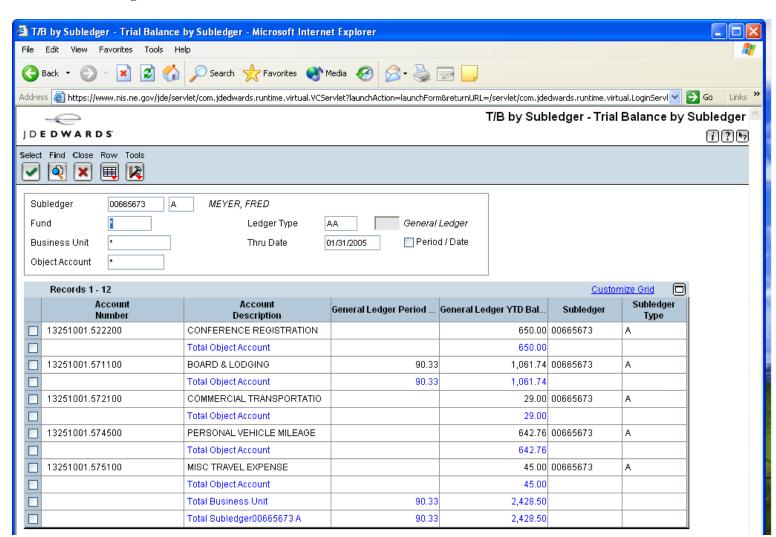
Process

- 1) Enter Subledger and Subledger Type in Subledger fields
- 2) Click Find.

Result

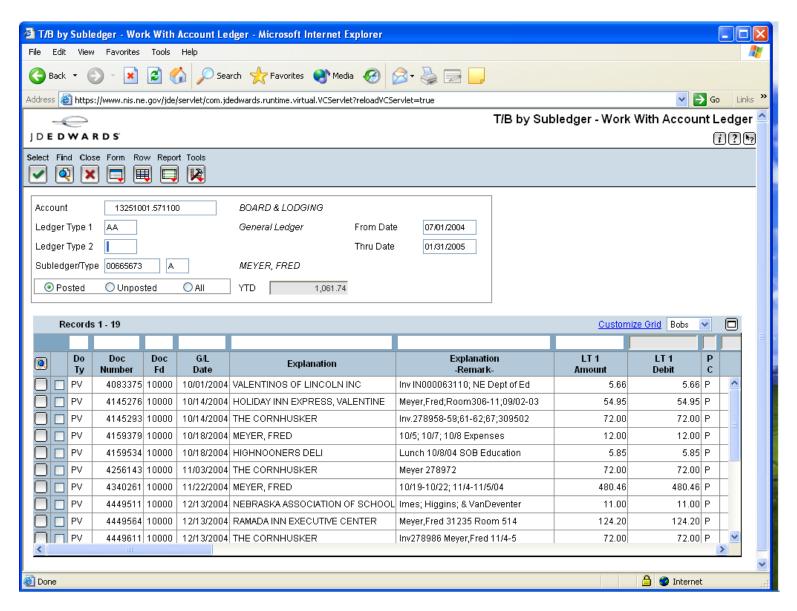
The current month's activity will appear in the *General Ledger Period* column and the current fiscal year's activity will appear in the *General Ledger YTD Bal* column.

NOTE: Change Thru Date to 06/30/2004 to see SFY 2004, 06/30/2003 to see SFY 2003, etc.



To see the detail transactions for an account, flag the row and click *Select*. This will take you to the T/B by Subledger - Work with Account Ledger screen (see next page).

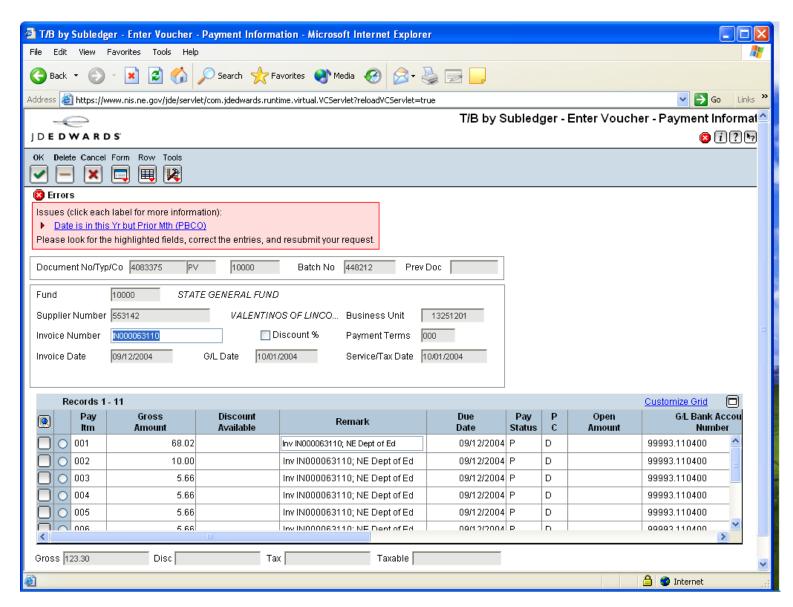
This screen shows the detail for account 13251001.571100.



Click Report, Print Ledger then click OK on the Printer Selection screen to send a print job to the processing queue.

To see the document detail, flag the row and click *Select*. For a Payment Voucher, this will take you to the T/B by Subledger – Enter Voucher – Payment Information screen (see next page).

This screen shows the detail for PV 4083375.



Click *Cancel* on this screen, then click *Close* on the Work with Account Ledger screen, and then click *Close* on the T/B by Subledger screen to return to the menu.